

Formal Resignation Letter for Personal Health Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above, unless otherwise specified].

This decision has not been easy and comes after careful consideration of my personal health circumstances. Due to ongoing health concerns, I am unable to continue fulfilling my duties and responsibilities at the level expected. Therefore, I believe it is in the best interest of both myself and the company that I step down from my role.

I want to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. I have valued my experience here and appreciate the encouragement and guidance from you and the team.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Thank you for your understanding.

Sincerely,

[Your Name]